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Flying

USE OF AIR NATIONAL GUARD AIRCRAFT

This regulation prescribes policy for official use of Air National Guard (ANG) aircraft.

Section A--General Policy

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Section A--General Policy

1. DOD and USAF Policy:

a. The Department of Defense policy concerning transportation by DOD-owned or controlled aircraft is set forth in DOD 4515.13-R and governs:

(1) Purposes for which military aircraft may be used.

(2) Passenger eligibility for military air transportation.

b. The United States Air Force policy on dual commitment of transportation as stated in AFR 75-2, paragraph 47-14 is: "Commercial transportation will be used for group movements of DOD passengers in CONUS except when military transportation is essential to meet training or mission requirements, or when opportune capability is generated as a result of training or logistics support requirements."

2. **Air National Guard Policy:** The State adjutants general will ensure that aircraft are used for official business only. ANG unit commanders and ultimately the State adjutants general are responsible for authorizing flights involving ANG aircraft.

a. **Operational support airlift.** The adjutants general will determine that the

use of ANG aircraft (using pertinent DOD, service, and NGB guidelines) is the most cost effective mode of transportation (based on space required passengers only) and that commercial air must not be readily available or it must be incapable of satisfying mission requirements.

b. **Training missions.** The adjutants general must ensure that training flights are not created solely to transport National Guard members to meetings of private organizations. Training missions transiting any location of an event must not include an RON at that location and will be scheduled 30 days or more in advance of any association activity.

c. **Validation.** ANGSC/DO will validate all training or operational support flights requested into the event location during the 2-week window surrounding the National Guard Association of the United States (NGAUS), Adjutants General Association of the United States (AGAUS), and Enlisted Association of the National Guard of the United States (EANGUS) meetings.

3. **Waiver Authority:** Request waivers through normal command and control channels. Level of waiver authority is ANGSC/DO, unless otherwise specified. In certain contingencies, ANGSC/DO may delegate waiver authority to ANGSC/DOC, AV 858-6001.

4. **Missions of Air National Guard Aircraft:** The missions are:

a. In direct support of the Federal military mission. Types of missions included in this category are:

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(1) Support of ANG military training and military activities.

(2) Support of the Active or Reserve components of the DOD.

(3) ANG military training (aviation unit or individual aircrew training).

(4) Operational support airlift.

(a) Operational support aircraft, unit administration.

(b) Operational support aircraft, NGB.

b. In direct support of the State military mission. The Governor has been delegated certain responsibilities with regard to the National Guard, and is empowered to employ ANG aircraft in State emergencies, even when the personnel using these aircraft are on State active duty and under the command of the Governor pursuant to State law. Types of missions included in this category are:

(1) Disaster relief operations.

(2) State-declared emergency operations. (For guidance, see NGR 500-1/ANGR 55-04 and ANGR 355-01.)

(3) Civil disturbance operations.

NOTE: Flights to determine if an emergency exists may be conducted as support of the State military mission.

c. When specifically authorized by law.

d. When approved by the Office of the Assistant Secretary of Defense (OASD) after the head of a Federal department or agency has certified the mission to be in the national interest and commercial transportation is not available. Types of missions included in this category are:

(1) Support of the other executive departments (Interior, Agriculture, Transportation, etc.).

(2) Support of the legislative branch of the U.S. Government.

(3) Support of the judicial branch of the U.S. Government.

NOTE: When a request for aircraft support is received from a U.S. governmental agency or from a State agency in which a U.S. governmental agency or department has a direct or indirect interest, the requesting agency should be advised to submit the request for aircraft support through that agency's own internal channels to the head of the appropriate U.S. governmental agency

or U.S. department concerned. The head of the agency or department should submit the request to the Office of the Assistant Secretary of Defense (OASD, P&L, L/TP). The requesting agency should also be advised to provide the information required by chapter 6 and/or 14, DOD 4515.13-R. The requesting agency should not be advised that the National Guard possesses the capability to provide the desired aviation support until appropriate approval has been granted by OSD through the Chief, National Guard Bureau.

e. In connection with public affairs travel, included are:

(1) The airlift of community leaders and employers of National Guardsmen to DOD organizations and facilities in order to enhance their understanding and knowledge of DOD missions and functions.

(2) The airlift of media representatives when such travel is an integral part of a story being covered.

(3) Orientation flights by media representatives and community leaders in order to familiarize them with the aircraft, its operation, and concept of employment. Such flights may also provide these individuals an understanding of particular programs, roles, and missions of DOD.

f. When the mission is of an emergency nature involving a potential loss of life or limb, and commercial transportation is not available, feasible, or adequate. Chapter 11 of DOD 4515.13-R covers this in detail.

5. State Adjutant General and Adjutant General Spouse Travel:

a. TAGs may travel in State, space-required status on ANG aircraft only when the requirements outlined in DOD 4515.13-R, paragraph 3.3q are met.

b. Through NGB-PA, the Chief, NGB will approve TAG spouse travel to private organization meetings on an event-by-event basis. Approval will be granted only when:

(1) The travel is necessary in the proper accomplishment of the mission or is desirable for related official activities or public relations (DOD 4515.13-R, paragraph 3.3q).

(2) Agenda topics are appropriate; i.e., they pertain to matters of national interest, and drug-abuse and family-action programs.

6. Passenger Eligibility: Passenger eligibility is covered extensively in the referenced publications (attachment 2), especially in DOD 4515.13-R. These publications also provide the level of approval authority required for each passenger and they state who may be transported and under what conditions. If the individual to whom the transportation is to be provided is not in one of the categories specified, no transportation should be provided without first determining eligibility from the appropriate NGB staff agency. One exception to this policy is that during a State-declared emergency, any individual participating in reaction to the emergency may be transported. The appropriate NGB staff agency for each type of request is:

a. ANGSC/DO for Air National Guard transportation requests.

b. NGB-PA for orientation flights and public affairs airlift.

7. Space Available Passengers: Space available passengers may be taken on a previously scheduled training mission. This space available travel must be a by-product of unit training. Space available passengers must meet the criteria in DOD 4515.13-R, chapter 4, sections A-D.

8. Necessity for Judgment: There is training value to be gained from each mission, and the effective utilization of ANG aircraft enhances the image of the National Guard in general. However, training of aircrews is not a justification for otherwise unauthorized flights. The misuse, or even the perception of the inappropriate use of ANG aircraft adversely impacts on the National Guard image.

Section B--Operational Support Aircraft Scheduling (NGB)

This section establishes the necessary controls for scheduling operational support aircraft (OSA) available for use by the NGB to assure their maximum utilization on scheduled flights.

9. Aircraft Scheduling:

a. **Scheduling responsibility.** The Air National Guard Support Center, Air Operations Branch (ANGSC/DOC), Andrews AFB, will be responsible for scheduling all Operating Location A, Andrews (OLAA), HQ DCANG and Operating Location B, Buckley (OLBB), HQ COANG aircraft available for use by the NGB. Team travel (seven or more persons) and administrative airlift (six or fewer persons) will be scheduled in coordination with the Military Airlift Command (MAC).

b. **Priorities.** Priority of flights

Priority 1. Chief, NGB; Directors of Army and Air National Guard; and Deputy Directors of Army and Air National Guard.

Priority 2. MAC schedule per MAC/NGB MOA.

Priority 3. NGB/ANGSC staff--

a. Director, Joint Staff

b. Divisions/offices within the Army and Air Directorates, NGB.

c. NGB-IG, NGB-PA, NGB-JA.

Priority 4. Individual proficiency flights.

c. **Validation and approval authority.** Approval of airlift requests will be based on the availability of aircraft, cost-effectiveness of the use of OLAA and OLBB aircraft versus commercial carriers, urgency of the flight, and the accessibility of the destination to commercial transportation. Requests of priority 3 flights shall be coordinated with ANGSC/DOC by the appropriate division chief.

(1) All requests for support aircraft (except Chief, NGB; Directors, and Deputy Directors, Army and Air National Guard) will be submitted on NGB Form 0214 to the appropriate division chief for validation and then submitted to ANGSC/DOC for scheduling.

(2) Flight requests from joint offices will be reviewed and validated by the Director, Joint Staff and approved by ANGSC/DO.

(3) Flight requests from divisions or offices of the Air Directorate/ANGSC will be approved by ANGSC/DO.

(4) Flight requests from divisions/offices of the Army Directorate will be reviewed and validated by the Executive, NGB-ARZ-A and submitted to ANGSC/DO for approval.

(5) Organic flights essential to OLAA and OLBB operations, not generated by NGB or MAC, will be coordinated with ANGSC/DOC and approved by the Commander, OLAA HQ DCANG or Commander, OLBB HQ COANG.

(6) If there are conflicts, the Deputy Director, Air National Guard, will assign relative priorities to the requests.

d. **Aircraft support.** Requests for aircraft support must be submitted to ANGSC/DOC NLT 7 working days before the date of departure (except Chief, NGB, and the Directors and Deputy Directors, Army

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and Air National Guard) and requests for team travel must be submitted NLT 45 days before the beginning of the month in which the travel is planned. No requests will be accepted by ANGSC/DOC via telephone except for NGB general officers and the Special Assistant to the Chief, NGB.

e. **Minimum validation.** Minimum validation for operational support aircraft is as follows:

(1) C-21--Minimum of four passengers at initial onload and minimum of two at any enroute stop for onload or offload. A copy of the manifest must be received by the operational unit one working day before the date of departure.

(2) T-43--Minimum of 20 passengers at initial onload and minimum of 10 at any enroute stop for onload or offload. A copy of the manifest must be received by the operating unit 3 working days before the date of departure.

(3) C-22--Minimum of 30 passengers at initial onload and minimum of 15 at any enroute stop for onload or offload. A copy of the manifest must be received by the operating unit 3 working days before the date of departure.

f. **Project officer.** Requesters will assign a project officer to each flight request. The project officer is responsible for:

(1) Justifying the request for military airlift in lieu of commercial air.

(2) Ensuring the completion of the passenger manifest, including full name, rank or grade, social security number, and office or unit of assignment.

Additionally, ensure all required orders are presented with the manifest.

(3) Coordinating ground transportation to and from the point of departure and the destination when distinguished visitors are members of the traveling party. This information must be included on the NGB Form 0214.

(4) Notifying all passengers that they must be at the point of departure at least one hour before planned take-off time, and informing them of their boarding time, meals, flight time, and special or appropriate clothing requirements.

(5) Notifying personnel at destination of arrival time, purpose of visit, personnel and distinguished visitors on aircraft, and billeting and transportation requirements.

(6) Coordinating with division/office chiefs of the Army and Air National Guard to assure maximum use is made of available passenger seats.

(7) Securing invitational orders for civilian passengers requiring authorization IAW DOD 4515.13-R.

10. **Space Available Travel:** Space available travel is authorized on operational support aircraft subject to operational and mission requirements. Space available travel is authorized for all passengers who meet the criteria contained in DOD 4515.13-R. Space available travelers will not be given confirmed seats. Duty personnel should coordinate with ANGSC/DOC for space available seats.

11. **Other Flights:** Priorities for aircraft other than those specified in paragraph 9b will be referred to the Deputy Director, Air National Guard, for approval.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

HERBERT R. TEMPLE, JR., Lieutenant General, USA
Chief, National Guard Bureau

OFFICIAL

HARRY M. LESLEY, Colonel, USAF
Executive, National Guard Bureau

Definitions

Al-1. Private organization- Civic, service, youth, professional, educational, technical, scientific, business, trade, labor, or similar association, society, institution, or other group that is not part of Federal, State, or local governments (F. B. 3. DODI 5410.19, "Armed Forces Community Relations;" DODD 5500.2, "Policies Governing Participation of DOD Components and Personnel in Activities of Private Associations.")

Al-2. Public events- Events occurring outside the boundaries of military installations, including all ceremonies, demonstrations, exhibitions, expositions, athletic contests, parades, fairs, trade or air shows, conventions, meetings, symposia or similar programs not connected with the military functioning of the DOD and intended primarily for non-military audiences. Exercises, movements, maneuvers, or operations, even though incidentally observed by the general public, are not considered public events. (Glossary of terms, Encl 1, DODD 5410.18, "Community Relations.")

Al-3. Community relations program- Any planned and executed action by a DOD component, unit, or person designed to achieve and maintain good relations with all of the various publics with which it interacts. Such a program can be conducted on or off a military reservation. This includes liaison and cooperation with labor, veterans, and other organizations and their local affiliates at all levels (III.B. DODD 5410.18).

Al-4. DOD support- Any use of Armed Forces personnel and/or DOD civilian employees, as individuals or as units, or any commitment of facilities or materials to include aircraft, ships, exhibits, and equipment on support of community relations programs (III. C. DODD 5410.18).

References

- A2-1. DOD Directive 4500.9, Transportation and Traffic Management.
- A2-2. DOD 4515.13-R, Air Transportation Eligibility.
- A2-3. AFR 75-2, Defense Traffic Management Regulation: Transportation Facility Guide, Army
- A2-4. NGR 37-106/ANGR 177-07, Official Participation of National Guard Personnel at Meetings of Private Organizations and Government Agencies Outside of Department of Defense.
- A2-5. ANGR 67-1, Use and Loan of Property Issued to the Air National Guard.
- A2-6. NGB Pamphlet 360-5/ANGP 190-9, National Guard Public Affairs Guidelines.